



## **The Corporation of the City of Thunder Bay Fire Rescue**

Dear Applicant:

Welcome to the City of Thunder Bay's firefighter recruitment and selection process. This handbook provides an outline of the recruitment and selection process as well as an outline of the duties and responsibilities for the position of firefighter.

Please read this handbook carefully. Failure to follow the direction or meet the deadlines at any of the stages of the recruitment and selection procedures may result in the disqualification of your application for employment.

The City of Thunder Bay adheres to the Human Rights Code of Ontario during all stages of the selection process. The Thunder Bay Fire Rescue is an equal opportunity employer and those seeking employment, are expected to be non-discriminatory in their attitudes and actions, when dealing with colleagues and the public.

All inquiries regarding the procedure should be made to the Thunder Bay Fire Rescue, 330 Vickers Street North, Thunder Bay, Ontario P7C 4B2 Telephone (807) 625-2103, Fax (807) 623-4545.

I wish you success in your endeavor to become a firefighter for the City of Thunder Bay.

Sincerely,

Greg Hankkio  
Fire Chief (Acting)

*Fight Fires, Save Lives*



The Thunder Bay Fire Rescue is continually working on building a diverse, innovative, nationally recognized Fire Rescue Service committed to ongoing quality service to the community it serves.

### **MISSION**

*Thunder Bay Fire Rescue strives to save life, property and the environment by providing fire protection, rescue, public education and medical assistance to our community.*

### **VISION**

*Our vision is to be proactive in preventing fires and other risks rather than reacting to them.  
We will achieve this through a well managed and up-to-date system that operates in collaboration with the community, other public services, and businesses to address future challenges.*



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## REQUIREMENTS

Men and women who can meet and maintain the following minimum requirements are encouraged to apply for a position as a City of Thunder Bay Firefighter.

<b><i>In Order To Be Considered You Must:</i></b>
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- ✓ Be legally entitled to work in Canada (for clarification contact the Corporation's Human Resources Division at 625-3298) and be at least 18 years of age.
- ✓ Possess the prescribed physical and visual abilities and have the capacity to handle intense and sustained physical and mental effort.
- ✓ Must meet standards for visual acuity (Best-corrected—stable 20/20 binocular visual acuity with no less than 20/100 in the worse eye [soft or RGP contacts, glasses/lens inserts are all acceptable] and Un-corrected—stable 20/100 binocular visual acuity), normal colour vision and vision field testing.
- ✓ Have a valid Ontario driver's licence and have a good driving record. Must qualify for a Class DZ License as per the Ministry of Transportation's requirements for condition of employment.
- ✓ A minimum of secondary school graduation (grade 12).
- ✓ Must possess or be able to obtain Standard First Aid, CPR certification and defibrillation certification.
- ✓ Successfully undergo the Police Records Check and the Corporation's employment Medical examination.

The Corporation will recognize successful completion of a community college aptitude test, which establishes a person's learning potential to that of a grade 12 graduate, as proof of Grade 12.

Successful completion of a degree or diploma from a post secondary institution, or a journeyman certificate supersedes the secondary school (grade 12) requirement.

**Applicants will be required to provide proof of education with their application.**



## Employment Equity

An applicant's ancestry/colour/race, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity/gender expression, marital status, family status, disability, age or record of offences **are not** components in the selection process. The City of Thunder Bay is proud to be an Equal Opportunity Employer. Reasonable accommodations are available upon request.

## Other Disqualification Factors

In addition to not meeting the above minimum qualifications, a candidate will be disqualified from the process if:

- False information is provided
- Submissions are received past deadlines
- Incomplete forms are submitted
- no proof of minimum education provided

### ***What Does It Take To Become A Firefighter?***

The physical demands of the job are endless, as is the ability to absorb years of continuous education and training.

Being a firefighter is self-rewarding. Few professions allow you to put your life in jeopardy to save another. With this comes a feeling of great satisfaction when helping others.

The purpose of this guide is to help you decide if you have what it takes to become a firefighter.

You will be required to become skillful in the operation and use of a wide variety of specialized equipment used for hazardous material spills, rope rescue and water/ice rescue.

The Thunder Bay Fire Rescue recruiting process involves hundreds of interested candidates considering fire fighting as a career. In order to ensure the hiring process is fair and impartial, we have adopted the following screening process.

1. Written Aptitude Test
2. Health & Medical Evaluation Fitness Assessment
3. Job-Related Physical Fitness Testing
4. Resume/Application Review (Short-listing of Applicants)



5. Interview
6. Reference Checks

It is most important to remember that all candidates hired must successfully complete a twelve-month probation period to continue employment with the Thunder Bay Fire Rescue. Written examinations and practical evaluations are part of this process.

## RECRUITMENT AND SELECTION PROCESS

### ***1ST STAGE - Written Aptitude Test***

This test is specifically designed for entry-level applicants with no previous fire related education or experience. The test measures applicant's abilities in a number of areas including their understanding of written and oral information, their mechanical aptitude and mathematics. The exam is in a multiple choice format with no penalty for wrong answers.

Before writing the test, applicants will be required to complete a Firefighter Application form and apply online at [www.thunderbay.ca/jobs](http://www.thunderbay.ca/jobs). Applicants will complete an online City application form; submit a resume, cover letter and proof of education and certificates identified within the resume. All registered applicants (up to 500) will be invited to write the aptitude test, and will be provided with more information about this process (including how to pay for the registration fee) prior to the exam date.

**Applicants must provide proof of identification with picture id., no other form of identification will be accepted.**

Applicants who obtain a passing mark in this written test will be invited to participate in the Fitness Assessment and will be officially notified by the City of Thunder Bay Human Resources & Corporate Safety Division.

### ***2ND STAGE - Health & Medical Evaluation Fitness Assessment***

Physical conditioning must be at a high level, therefore the applicants selected to proceed to this part of the process participate in a medical/physical test to determine their ability to handle the heavy physical, mental and emotional demands of the job.

The fitness test determines the candidate's general level of physical conditioning and also helps to determine the candidate's suitability to participate in the job related fitness tests.



A medical by the applicant's family doctor is required prior to the fitness test. Any cost associated with the medical is to be paid by the applicant. There is a fitness and job related test fee which is to be paid by the applicant prior to the test.

All the fitness and job related testing will take place at Station 3, 60 North Water Street. The testing is done in groups of 6-8 applicants per time block.

It is highly recommended that all individuals interested in entering the Firefighter examination process begin a physical training program immediately and plan on continuing that program throughout the testing process and into their firefighting career.

The general fitness test consists of the following items:

**BLOOD PRESSURE:** The candidate may not proceed if blood pressure reading is **144/94 or** greater. In the event that a candidate's blood pressure is at or above the max threshold the City's Health and Disability Nurse will be involved with further verification of a blood pressure reading. There is no scoring of this component.

1. **SIT AND REACH:** The applicant sits with the legs fully extended and reaches with the hands as far forward as possible while bending at the hips. The soles of the feet are placed against the measuring device and this is the 26-cm mark.
2. **SIT-UPS:** The applicant is in a back lying position on a mat with the knees bent and the feet flat on the floor. The feet will be anchored at the base of the ankles. One sit-up is measured beginning with the shoulders on the mat, lifting the body until the elbows touch the knees and then returning to the starting position. Sit-ups will be done consecutively without pausing until -fatigue or at the end of the one-minute time limit.
3. **SHUTTLE RUN:** This test is an evaluation of aerobic fitness. A warm-up is included, as part of the test and only the last portion requires maximal effort. The objective is to follow the progressively increasing pace over a 20-metre course.

Thunder Bay Fire Rescue Service reserves the right to update the test items and/or scoring.

Successful candidates will be allowed a 15 minute rest break before they go on to the Job Related Physical Fitness testing.

For further information on fitness testing, contact the Program Supervisor - Adult Fitness and Wellness, Canada Games Complex, 807-684-3338.



### ***3RD STAGE - Job Related Physical Fitness Tests***

The seven tests to be performed are designed to recreate the physical demands of a firefighter's job. Candidates will handle some items of equipment commonly used by professional firefighters such as ladders, hoses, ropes and self-contained breathing apparatus. The inability to wear breathing apparatus, to go into small areas because of fear of being confined (Claustrophobia), or the inability to climb ladders due to a fear of heights (acrophobia), fails the candidate.

#### ***Victim Drag***

Drag a 200-pound [91 Kilograms] rescue mannequin through a 50-foot obstacle course.

#### ***Ladder Climb***

Climb an extension ladder up four floors, uncouple and recouple a hose coupling (Safety line attached) wearing a 40 pound [18 Kg] vest.

#### ***Ladder Lift***

Lift ladder off a wall bracket, place the ladder on the ground, then lift and return to the bracket.

#### ***Rope Pull***

Hoist and lower a hose weighing 70 pounds [32 kilograms] up 3 stories, 3 times using a rope and roller.

#### ***Hose Carry***

Lift and carry a hose weighing 85 pounds [39 kilograms] up and down 3 stories, 3 times.

#### ***Blacked-Out Face Mask***

Travel through a prescribed course wearing a blacked-out facemask.





### Hose Drag

Pull a 150 pound [70-kilogram] load along a 15-metre course.

**NOTE: Weights and distances may vary slightly.**

Successful candidates will be asked to provide an envelope with three current work related/professional references and an updated cover letter upon successful completion of the Job Related Physical Fitness Tests and before leaving the testing site.

### ***4TH STAGE – Resume/Application Review (Shortlisting of Applicants)***

This stage allows for a comparison of the applicants based on qualifications, skills and abilities, and conditions of employment as identified by the job description. This process ensures that only the qualified applicants are contacted for interviews.

### ***5TH STAGE - Interview***

A personal interview is conducted to determine a candidate's employment experience, related skills and to provide further insight into the applicant's suitability for the job.

### ***6TH STAGE – Reference Checks***

Reference checks are done for all leading candidates to validate candidate information and get an overall sense of job performance from past employers. Candidates will be required to provide three work related/professional references.

## **FIREFIGHTER - POSITION INFORMATION**

### ***Position Summary***



The emergency response role involves the control and extinguishment of fire, salvage, and rescue work and many other duties, under the immediate supervision of superior officer.

The fire station role involves training and preparedness to respond quickly to any emergency as well as duties relating to maintenance of station, vehicles, and equipment.

### ***Major Duties***

1. Responds to all alarms of fire or other emergency and operates fire hose lines, nozzles and related hose line adapters and various types of portable extinguishers, as well as hydrants, sprinkler and standpipe connections and other special fire protection systems.
2. Drives fire apparatus to and from emergency calls, and operates fire pumps to provide fire streams, and at other times, operates controls of aerial ladders.
3. Carries, places, operates and works from different types of ladders and gains access to buildings or structures by use of forcible entry tools and equipment, while sometimes using various types of protective breathing apparatus when required to work in hazardous atmospheres.
4. Ventilates buildings and structures by natural or mechanical means; performs rescue and salvage operations while handling tools and equipment pertaining to these operations.
5. Performs overhauling operations and related functions.
6. Administers emergency medical care and performs artificial respiration and cardio-pulmonary resuscitation; operates external defibrillator.
7. Performs extrication practices and special assignments as may be required and operates various types of detection instruments employed by the Fire Department to detect hazardous situations.
8. Takes general care of and makes minor repairs to tools and equipment; cleans and keeps in good condition, personal protective clothing, vehicles, station, furnishings and grounds of the hall to which assigned.
9. Participates in Pre-Fire Planning and Home Inspection Program, or any other such public service program as may be adopted by the Department; attends and participates in any training session to which individual or crew is assigned.
10. Takes such oral, practical or written examination as is stipulated by Department policy.
11. Performs such other duties as may be directed by superior officers.

Please see Appendix 1 for a full version of the City of Thunder Bay's Firefighter job description.



## CITY OF THUNDER BAY FIREFIGHTER SALARIES AND BENEFITS

### Salaries

2017 rates, based on performance review and exam are:

	<u>Annual</u>	<u>Per Hour</u>
Firefighter 4th Class	<b>\$62,809.50</b>	<b>\$28.7589</b>
Firefighter 3rd Class (2nd year)	<b>\$72,472.50</b>	<b>\$33.1834</b>
Firefighter 2nd Class (3rd year)	<b>\$82,135.50</b>	<b>\$37.6078</b>
Firefighter 1st Class (4th year)	<b>\$96,360.00</b>	<b>\$44.2445</b>

### Benefits

- ✓ 13 designated holidays annually
- ✓ Sick Pay (Vested)
- ✓ Health & Dental Plan (100% Employer Paid)
- ✓ Life Insurance & Accidental, Death & Dismemberment Insurance
- ✓ Long Term Disability Insurance
- ✓ 2 weeks vacation increased with Service
- ✓ OMERS Pension Plan
- ✓ Financial rewards for Long Service

If you have any questions, please call Fire Administration at 625-2103 or Division Chief Martin Hynna at [mhynna@thunderbay.ca](mailto:mhynna@thunderbay.ca), or the Corporation's Supervisor-Staffing, Development & Support Services at 625-3298, or the Coordinator – Recruitment & Support Services at 625-3866.



Appendix 1 – Firefighter Job Description

The Corporation of the City of Thunder Bay  
Human Resources & Corporate Safety Division

POSITION DESCRIPTION

<b>POSITION TITLE:</b>	FIREFIGHTER	
<b>DEPARTMENT:</b>	DEVELOPMENT & EMERGENCY SERVICES	
<b>DIVISION:</b>	THUNDER BAY FIRE RESCUE	
<b>SECTION:</b>	SUPPRESSION	
<b>GENERAL</b>	COMPANY OFFICER	
<b>SUPERVISOR:</b>		
<b>AFFILIATION:</b>	T.B.P.F.F.A.	<b>GROUP:</b>

**POSITION SUMMARY:** The emergency response role involves the control and extinguishment of fire, salvage, and rescue work and many other duties, under the immediate supervision of superior officer. The fire station role involves training and preparedness to respond quickly to any emergency as well as duties relating to maintenance of station, vehicles, and equipment.

**MAJOR DUTIES:**

1. Responds to all alarms of fire or other emergency and operates fire hose lines, nozzles and related hose line adapters and various types of portable extinguishers, as well as hydrants, sprinkler and standpipe connections and other special fire protection systems.
2. Drives fire apparatus to and from emergency calls, and operates fire pumps to provide fire streams, and at other times operates controls of aerial ladders.
3. Carries, places, operates and works from different types of ladders and gains access to buildings or structures by use of forcible entry tools and equipment, while sometimes using various types of protective breathing apparatus when required to work in hazardous atmospheres.
4. Ventilates buildings and structures by natural or mechanical means; performs rescue and salvage operations while handling tools and equipment pertaining to these operations.
5. Performs overhauling operations and related functions.
6. Administers emergency medical care and performs artificial respiration and cardio-pulmonary resuscitation; operates external defibrillator.
7. Performs extrication practices and special assignments as may be required and operates various types of detection instruments employed by the Fire Department to detect hazardous situations.
8. Takes general care of and makes minor repairs to tools and equipment; cleans and keeps in good condition, personal protective clothing, vehicles, station, furnishings and grounds of the hall to which assigned.
9. Participates in Pre-Fire Planning and Home Inspection Program, or any other such public service program as may be adopted by the Department; attends and participates in any training session to which individual or crew is assigned.
10. Takes such oral, practical or written examination as is stipulated by Department policy.
11. Performs such other duties as may be directed by superior officers.



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## QUALIFICATIONS:

### Education/Experience:

- Secondary school graduation;
- Must be at least 18 years of age.

### Skills/Abilities:

- Must be compassionate, honest, integral and have a genuine interest to serve and provide an essential service to meet the needs of the community
- Must have excellent customer service skills with the ability to interact with the public, Fire Services and all other levels of City Staff, in a professional, courteous and tactful manner
- Must be able to identify, understand, and meet/exceed the requirements of internal and external customers
- Must have the ability to communicate effectively, including the ability to issue and accurately comprehend written/oral information and instructions
- Must be reliable and have the ability to work with minimum supervision
- Must be able to follow direction and effectively prioritize tasks/demands as appropriate
- Must have proven ability to function and contribute as an effective team member and to work independently
- Must have strong analytical/critical thinking, problem-solving, and decision-making skills
- Must be competent within the meaning of the *Occupational Health and Safety Act*
- Must have a mechanical aptitude
- Must be fit and able to handle the sustained, intense physical and psychological effort required to perform the duties of the position
- Must be willing and able to work in extremely adverse, dangerous and stressful situations
- Must possess a valid Ontario Class 'G' driver's licence or equivalent and a written beginners licence for an Ontario Class 'D' licence with 'Z' endorsement
- Must meet the definition of a competent driver as defined by the Corporation

### Assets:

- Previous experience as a Firefighter
- Water rescue certification
- Rope related training certification
- Standard first aid, CPR certification and defibrillation certification
- Related health and safety training and certification
- Commitment to volunteerism and community involvement as demonstrated by experience volunteering in social/civil/community events and initiatives, non-profit organizations, counselling, crisis intervention

### CONDITIONS OF EMPLOYMENT:

- Must remain a competent driver as defined by the Corporation
- May be required to provide a successful driver's record (uncertified)
- After training, must obtain and maintain an Ontario Class 'D' licence with a 'Z' endorsement
- Must possess or be able to obtain Standard First Aid, CPR certification and defibrillation certification
- Must meet standards for visual acuity (Best-corrected – stable 20/20 binocular visual acuity with no less than 20/100 in the worse eye [soft or RGP contacts, glasses/lens inserts are all acceptable] and Un-corrected – stable 20/100 binocular visual acuity), normal colour vision and vision field testing)
- Must undergo medical pre-placement health screening including successful completion of the Corporation's employment medical examination, possible MTO medical exam, along with baseline audiometric and pulmonary function testing
- Must undergo a successful Police Vulnerable Sector Check (PVSC)



- Must have the ability to work at heights or on ladders without signs of acrophobia and in confined spaces wearing SCBA without signs of claustrophobia
- Must successfully complete the Fire Department’s job-related physical fitness testing
- Must successfully complete the required probationary exam and evaluation
- Must work on a 24 hour shift schedule that involves working weekends and holidays

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<b>PREPARED BY:</b>	J. HAY	<b>APPROVED BY:</b>	L. MACPHAIL
<b>EFFECTIVE DATE:</b>	JULY 8, 2008	<b>SUPERSEDES</b>	AUGUST 30, 2006
<b>HOUSEKEEPING:</b>	JANUARY 18, 2010 (DEPT) OCTOBER 3, 2011 (REORG) JULY 1, 2014 (REORG) DECEMBER 18, 2017 JUNE 7, 2018 SEPTEMBER 4, 2018 (PRC) DECEMBER 1, 2018 (CVOR) JANUARY 28, 2020	<b>DATE:</b>	NOVEMBER 21, 2003

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